

INDIANA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

Workplace Harassment of Students and Employees

Policy O-02

Policy Purpose:

To establish workplaces where employees and students are not harassed or discriminated against due to race, color, creed, religion, sex, national origin, ancestry, status as a veteran, age, sexual orientation or gender identity, or physical or mental disability and to ensure employees and students have procedures available so that alleged violations of this policy can be investigated and addressed.

Scope:

This policy applies to all employees at the Indiana School for the Blind and Visually Impaired (ISBVI) and students enrolled at the Indiana School for the Blind and Visually Impaired.

Statement of Policy:

The Indiana School for the Blind and Visually Impaired will strive to maintain an environment free from sexual harassment and harassment based on race, color, creed, religion, sex, national origin, ancestry, status as a veteran, age, sexual orientation or gender identity, or physical or mental disability and to implement this policy in a consistent and vigorous manner. Each employee has the right to work and each student has the right to live and learn in an environment that promotes equal opportunities and prohibits sexual harassment and harassment based on race, color, creed, religion, sex, national origin, ancestry, status as a veteran, age, sexual orientation or gender identity, and physical or mental disability, hereinafter referred to as protected status or protected class. Workplace harassment whether verbal, physical or environmental is unacceptable and will not be tolerated at the Indiana School for the Blind and Visually Impaired. The Indiana School for the Blind and Visually Impaired will not tolerate workplace harassment whether engaged in by fellow employees, fellow students, supervisors, officers, or by outside clients or other non-employees who conduct business with the Indiana School for the Blind and Visually Impaired. The Indiana School for the Blind and Visually Impaired encourages reporting of all incidences of alleged harassment regardless of who the offender may be or the offender's status.

The ISBVI Board directs the ISBVI Superintendent to ensure staff compliance with this policy by:

- 1) Developing ISBVI Administrative Directives and Procedures to implement the ISBVI Board Policy on Workplace Harassment of Students and Employees that shall serve as a) notice to staff, and b) a clear delineation of staff responsibilities and expectations, as well as mandatory procedures to follow;

- 2) Providing staff written notice and documenting their awareness and receipt of these documents by obtaining their signatures;
- 3) Affording initial and periodic on-going training to staff on the ISBVI Board Policy on Workplace Harassment of Students and Employees.

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Adopted by the ISBVI Board: 10/16/06

Revised: 10/21/13, **8/20/18**